

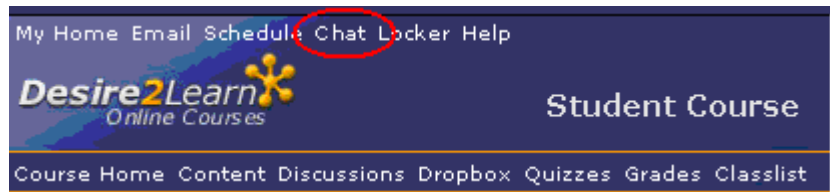
What is Chat?

The Chat tool allows instantaneous communication with classmates, peers, and your instructors. You can hold group meetings, brainstorm ideas, and chat as a group.

Using chat rooms

Entering a chat room

Access a chat room by clicking the Chat link on your Course Home navigation bar.



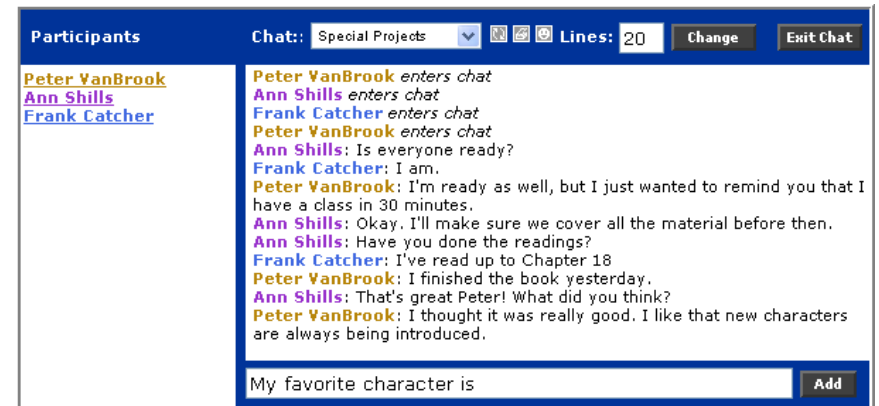
The Available Chats page displays.

Available Chats		
Course Chats		
Chat Title	Current Participants	Options
Extra Help	(0)	
Special Projects	(0)	
Personal Chats		
Chat Title		Options
Soccer Fans		
Participants: Frank Catcher, Harold McPherson, Peter VanBrook		

Chat rooms are grouped as either Course Chats or Personal Chats. Course Chats can only be accessed from the appropriate course. Personal Chats can be accessed from anywhere in the D2L Learning Environment. Participants who are currently inside a personal chat are listed in bold green font.

Select the chat you want to join from the list.

The Chat room displays.



Changing the appearance of your name

You can change the way your name appears in the Participants pane and in chat messages to differentiate yourself from other users.

1. Click the **Change Your Chat User Identity** icon () at the top of the Chat window.

The Chat Identity pop-up displays.



2. Check the box beside **Bold** or **Italics**, if desired.
3. Select a color from the **Colour** drop-down list.
4. Click **Submit**.

Seeing who else is participating

The Participants pane displays a list of users currently signed in to a chat room. Click on a person's name to send him or her a page.

Adding a message

To add a new text message:

Type a message in the text box at the bottom of the Chat room, and click **Add**.


Changing the display of messages

To change the number of messages that appear in your Chat window:

Enter the number of lines you want to display in the **Lines** field at the top of the Chat window, and click **Change**.


Refreshing your chat window

If you think that new messages have been added and are not appearing on your screen fast enough:

Click the **Refresh Chat Text** icon () at the top of the Chat window.

Printing a chat session

To print a transcript of a chat room session:

Click the **Printable View of this Chat** icon () , and print using your browser's print functionality. Click **Back to Chat** when you are done.

Switching to another chat room

To switch to another chat room:

Select the chat room from the **Chat** drop-down list.

Creating chat rooms

Create personal chat rooms to meet with classmates or other friends that are a part of your D2L Learning Environment.

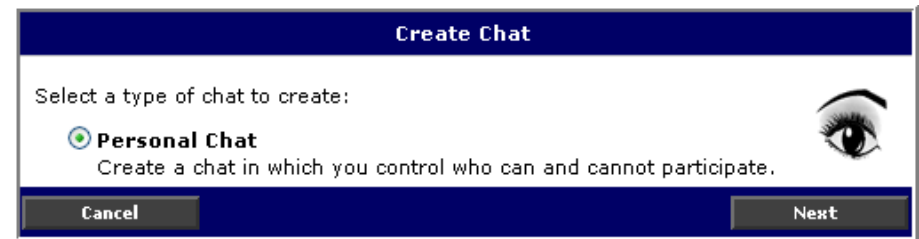
Note Depending on the permissions set by your site's administrator you may not be able to create personal chats.

1. Click **Chat** on your Course Home navigation bar from any course offering.

The Available Chats page displays.

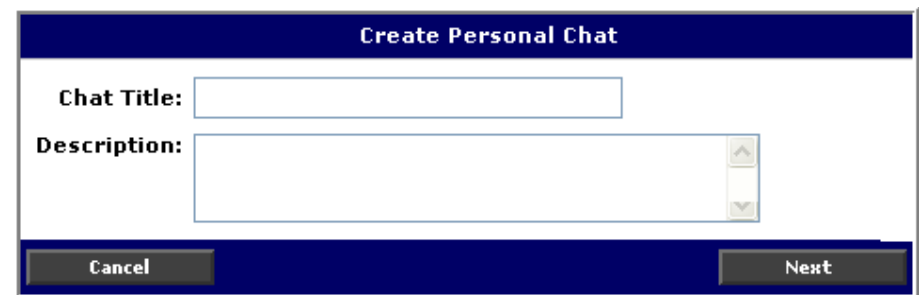
2. Click **Create Chat** at the top of the page.

The Create Chat page displays.



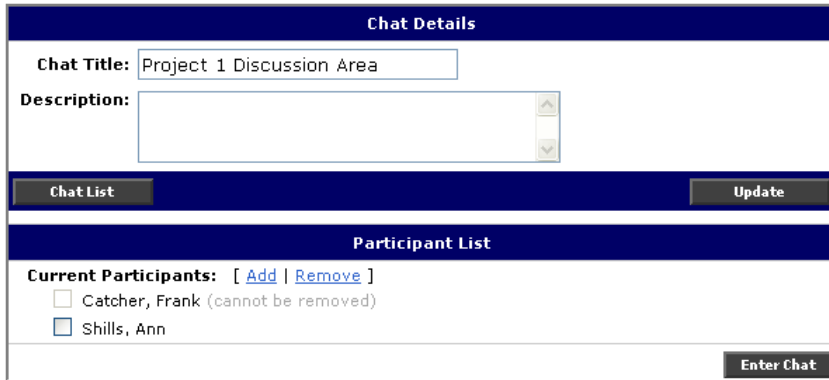
3. Ensure that Personal Chat is selected, and click **Next**.

The Create Personal Chat page displays.



4. Enter a **Chat Title** and **Description**, and click **Next**.

The Chat Details and Participant List page displays.



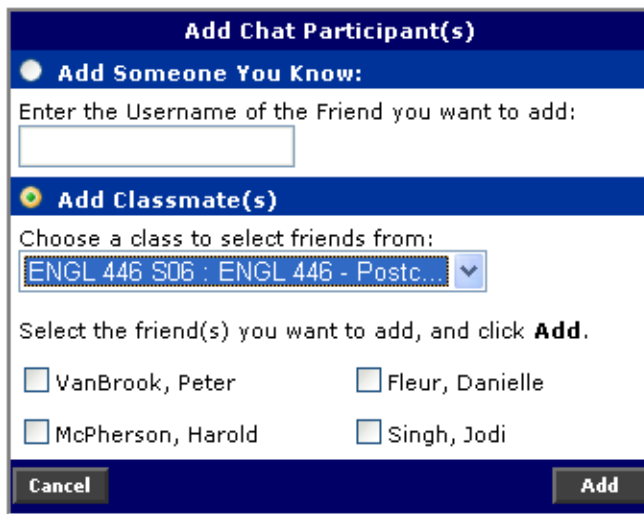
The screenshot shows the 'Chat Details' section with a 'Chat Title' field containing 'Project 1 Discussion Area' and a 'Description' text area. Below this is a 'Chat List' bar with an 'Update' button. The 'Participant List' section shows 'Current Participants' with links for 'Add' and 'Remove'. Two participants are listed: 'Catcher, Frank (cannot be removed)' and 'Shills, Ann', each with an unchecked checkbox. An 'Enter Chat' button is at the bottom right.

Adding users to a personal chat room

Personal chat rooms can only be accessed by users who have been added to the Participant List. When users are added, the chat room displays under **Personal Chats** on their Available Chats page.

1. From the Participant List area, click the **Add** link at the top of the Current Participants list.

The Add Chat Participant(s) page displays.



The dialog box is titled 'Add Chat Participant(s)'. It has two main sections: 'Add Someone You Know' with a text input field for 'Enter the Username of the Friend you want to add:', and 'Add Classmate(s)' with a dropdown menu for 'Choose a class to select friends from:' (currently showing 'ENGL 446 S06 : ENGL 446 - Postc...'). Below the dropdown, it says 'Select the friend(s) you want to add, and click **Add**.' There are four checkboxes for names: 'VanBrook, Peter', 'Fleur, Danielle', 'McPherson, Harold', and 'Singh, Jodi'. At the bottom are 'Cancel' and 'Add' buttons.

2. Select the **Add Someone You Know** option, and type the username of the participant you want to add in the text box.

Or

Select the **Add Classmate(s)** option, choose a class from the drop-down list, and check the boxes beside the participants you want to add.

3. Click **Add**.

Once you have added participants to a chat, their names are displayed below the name of the personal chat on the Available Chats page. Users who are signed in to the chat room appear in bold green.

Removing users

From the Participant List, check the boxes beside the participants you want to remove, and click the **Remove** link.

Editing chat rooms

You can edit the name, description, and participants list of chat rooms you created.

1. From the Available Chats page, click the **Edit Chat** icon (✎) beside the chat room you want to modify.

The Chat Details and Participant List page displays.

2. Modify the chat room as desired, and click **Update**.

Deleting a chat room

1. From the Available Chats page, click the **Delete Chat** icon (🗑) beside the chat room you want to delete.